

**Lakeland Library Cooperative**  
4138 3 Mile Road NW  
Grand Rapids, MI 49534-1134  
(616) 559-5253 (616) 559-4329 (fax)

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**Position Opening**  
**CATALOGING SPECIALIST**  
(October 20, 2014)

The Lakeland Library Cooperative is accepting applications until the position is filled as described for the position below. Application and Resume should be submitted to Sandra Wilson, Cooperative Director.

Application, job description and job duties available at: <http://www.llcoop.org/employment.shtml>

**POSITION**

Part Time - 16 hours per week

**SALARY RANGE**

Starting \$14.25 per hour followed by four annual steps of 3% increase each

**SCHEDULE**

Negotiable

**BENEFITS**

Vacation  
Personal Days  
Holidays

**GENERAL DESCRIPTION OF POSITION**

Perform copy cataloging of library materials using online databases in accordance with current cataloging standards, MARC format and local standards. Lakeland Library Cooperative serves 41 public libraries in eight counties in western Michigan. Cataloging for 37 libraries is performed by the Cooperative.

**REQUIRED**

1. Thorough knowledge of AACR2 and other cataloging rules
2. Ability to search, retrieve and update bibliographic records for the ILS for bibliographic records that match information supplied by member libraries and if more than one record is found, identifies the best record for cataloging purposes
3. Creates original Machine Readable Cataloging (MARC) records and updates SkyRiver records to add to the Library's online catalog using the cataloging vendor and ILS cataloging module interface software
4. Understanding of authority control
5. Knowledge of Integrated Library Systems (ILS)

**EDUCATION AND EXPERIENCE QUALIFICATIONS**

Education: Completion of a four-year degree program

Experience: A minimum of four year's experience in a library environment as a copy cataloger with original cataloging desirable

**SUBMITTING APPLICATION**

- Must submit **both** application and resume to be considered
- Mail, fax or email as attachments to [sandra@llcoop.org](mailto:sandra@llcoop.org)
- **Deadline** for submittal: Friday, November 7, 5:00 p.m.